

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

Approved For Release 2006/01/12 : CIA-RDP91-00452R000100070010-1

REVIEWED:

DATE:

STAT

D/ORD

5/18/78

SPECIAL PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
8 May 1978
1045 - 1250 hours

1. There ^{were} ~~was~~ no additions to the agenda for 8 May 1978.

2. The competitive evaluation, ranking and grouping of ORD secretary stenos, clerk stenographers, secretary typists, and clerk typists, GS-04's - GS-09's was completed. (SEE SHEETS ATTACHED.)

3. The Special Panel placed [] Records ===== CHANGED AT STAT
Administrative Officer, GS-08, ORD/Registry in the "Valuable Contribution" grouping. CSP MEETING
31 May-2 June
to MD

4. [] Information Control Clerk, GS-05,
ORD/Registry was placed in the "Valuable Contribution" grouping.

5. [] Security Assistant, GS-07, ORD/Security, ===== CHANGED AT STAT
Contracts Staff/ORD was placed in the "May Develop High Potential" grouping. CSP MEETING
31 May-2 June
to VC

6. [] Contract Support Assistant, GS-07, ===== CHANGED AT STAT
[] /ORD was placed in the CSP MEETING
"May Develop High Potential" grouping. 31 May-2 June
to HP

7. ACTION : Recommendation for Promotion -
[] Clerk Typist, CS/ORD
GS-04 to GS-05

MAJORITY: Concurred.

8. The Chairman asked [] to hold more secretarial meetings in order that the secretaries might be more informed and give them an opportunity for discussion.

12 May 1978
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ive Secretary, SP/ORD

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APPROVED:

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15/May/78

15 May 78

5/12/78

30 April 79

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